

# INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS



## REQUIREMENTS

An applicant must meet the following requirements to qualify for the Initial re-employment certificate:

- ❖ Held an Alaska teaching certificate that has been expired for more than a year;
- ❖ Held an Alaska certificate that was valid for at least two-years;
- ❖ Has never held an Initial re-employment certificate; and
- ❖ Is unable to satisfy the requirements for the Professional certificate.

If you have not previously held an Initial teaching certificate, you may be eligible to apply for either the Initial two- or three-year. Please see the Initial two- or three- year teaching certificate application for requirements. The two- or three-year teaching certificate will provide you with at least one additional year to satisfy the requirements for Professional certification or a Second Initial.

## ENDORSEMENTS

The endorsements on your Initial re-employment certificate will be the same as your previous Alaska certificate. You cannot add nor remove endorsements from this certificate.

## TO STAY CERTIFIED

You must, by the time your Initial re-employment certificate expires, meet all the requirements for either the Professional certificates or the Second Initial. Contact the Teacher Certification Office if you have questions.

## INSTRUCTIONS

### PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Education & Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

**~NOTE:** It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) or online at <https://education.alaska.gov/TeacherCertification/ContactChange/>.

### Ethnicity & Definitions

Check the box that most appropriately applies to you.

- **African American:** A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- **Alaska Native:** A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one- quarter blood derived from these ancestors. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabaskan, Tlingit, Haida, or Tsimshian origin.
- **American Indian:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Caucasian:** A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races:** A person who primarily identifies their ethnic heritage with more than one subgroup.

### BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering "yes" or "no" to the questions as they apply to you. If the answer to any of these questions is "yes," provide a written, detailed explanation of the incident and sign

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it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

**~NOTE: If a signed, detailed explanation is not provided for any “yes” answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

## FINGERPRINT CARD

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office **cannot** accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the DPS correct the information. To begin the correction process, you must complete and submit a **“Request to Correct Criminal Justice Information”** form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, DPS has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. More information concerning criminal history reports can be located at <http://www.dps.state.ak.us/Statewide/background/default.aspx>.

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to request a card be sent to you via U.S.P.S. More information and instructions can be found at <http://www.eed.state.ak.us/TeacherCertification/fingerprints.html>.

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

## Fingerprint Card Exceptions

If you currently hold an Alaska teaching, administrative, or special services certificate and are currently employed in a certified position by an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you held an Alaska Student Teacher Authorization which expired less than 60 days prior to the date your Initial teacher certification application is received by the Teacher Certification Office and your background clearance was completed less than 18 months from the date of application, you do not need to submit a fingerprint card with your Initial application.

If you have any questions concerning employment verification or a previous background check, email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov).

## CERTIFICATE CHECKLIST

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to consult with a Certification Analyst.



# INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION REQUIREMENTS & INSTRUCTIONS

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## PROFESSIONAL REQUIREMENTS

The Professional Requirements section describes the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for the renewable, five-year Professional teaching certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teaching certificate instead of an Initial teaching certificate.

~Note: This section is for your reference. It does not need to be submitted with your application.

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## NOTARIZATION

Sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

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## FEE SCHEDULE & ONLINE PAYMENT CENTER

The certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a credit card via the EED Online Payment Center, cashier's check, or money order (payable to DEED). Fees are non-refundable. **Personal checks will not be accepted.**

If paid for via the Online Payment Center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), you must include the EED Payment receipt with your application.

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## SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

**Department of Education & Early Development**  
**Teacher Education & Certification**  
801 West 10th Street, Suite 200  
PO Box 110500  
Juneau, AK 99811-0500

**SCANNED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

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## NOTES:

- If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.
- If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.
- We recommended that you send your complete application packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

**TIP: IT IS ADVISABLE TO KEEP A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.**

  
**INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION**  
**APPLICATION**

**PERSONAL INFORMATION (Instructions on page 1)**

Last Name  First Name  M.I.  Social Security Number  -  -

Mailing Address  City  State  Zip Code

Home Phone Number  -  -  Work/Mobile Phone Number  -  -  Gender

Personal Email Address

Birthdate (MM/DD/YYYY)  /  /  Former Last Name(s)  Highest Educational Degree

**Ethnicity:**  African American  Alaska Native  American Indian  Asian  Caucasian  
 Hispanic  Native Hawaiian or Pacific Islander  Two or More Races

**BACKGROUND INFORMATION (Instructions on page 2)**

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES  NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES  NO 2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include any state, province, territory, and/or country.
- YES  NO 3. Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES  NO 4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance).
- YES  NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES  NO 6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

**If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.**

**EMPLOYMENT STATUS**

Answer the question regarding your current or potential employment with a public school district in Alaska.

- YES  NO 7. Are you currently under contract or have been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: \_\_\_\_\_, beginning contract date: \_\_\_\_\_



# INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION APPLICATION

## FINGERPRINT CARD (Instructions page 2)

If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, use the following checklist to make sure that all the required information on the fingerprint card has been completed.

- Fingerprints must be rolled by a trained technician.
- The technician must sign and date the card in the appropriate space.
- All personal information below must be filled in:
  - Signature                       Gender                       Race                       Date of birth
  - Residence                       Height                       Eye color                       Place of birth
  - Citizenship                       Weight                       Hair color

## CERTIFICATION INFORMATION

Answer the questions concerning your certification status. Indicate which statements describe your Alaska certification status, as well.

Have you ever held a teaching, administrative or special services certificate in another state?

If yes, complete the following.

State:  Expires:  State:  Expires:

## Previous Alaskan Certification

Check the box next to the statement that describes your Alaska certification status. If applicable, provide the requested information concerning your previous Alaska certificate(s).

I held an Alaska Student Teacher Authorization that expired on:

I have never held an Alaska teaching, administrative, or special services certificate.

I have held the following Alaska certificates with the issue dates indicated below:

Certificate Type	Issue Date(s)	Certificate Type	Issue Date(s)
Initial/Second Initial		Masters	
Professional/Type A		Reemployment	
Type B Administrative		Retired/Lifetime	
Type C Special Services		Type M Limited	

## RECORD OF TRAINING

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Attach an additional sheet of paper if necessary.

Degree(s) Earned	College or University	City, State	Major/Program	Dates Attended

  
**INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION  
APPLICATION**

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**CERTIFICATE CHECKLIST (Instructions page 2)**

**You must submit all of the items required in a single application packet.** If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet or on file with the Teacher Education & Certification Office. **Photocopied or faxed applications will not be accepted.**

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**Complete Application (pages 4-7)**

Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned.

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**Fingerprint Card**

You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required information has been provided.

**-OR-**

**Previous Background Clearance**

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to determine if your previous background check can be used for this application.

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**Previous Alaska Certificate that has been expired for longer than one year**

A copy of the expired certificate must be included with the application or on file with the Teacher Certification Office.

**-AND-**

**Previous Alaska Certificate was valid for at least two years.**

***IF YOU HAVE HAD AN ALASKA CERTIFICATE THAT WASN'T VALID FOR TWO YEARS, PLEASE CONTACT THE TEACHER CERTIFICATION OFFICE ON WHAT IS NEEDED.***

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**Notarization (page 7)**

A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.

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**Fees & Online Payment Center**

The Certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a credit card via the EED Online Payment Center, cashier's check or money order (payable to DEED).

If paid for via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), you must include the EED Payment receipt with your application.

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**INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION  
APPLICATION**



**IMPORTANT INFORMATION**

You are applying for the Initial Re-Employment Certificate (1-year).

Before your Initial Re-Employment certificate expires, you need to meet all the requirements for the [Professional](#) or [Master](#) certificate, or lacking the required two years' teaching experience, you may apply for the [Second Initial](#).

**If you do not satisfy these requirements, your certificate will expire and you will not be eligible to teach in an Alaska public school.**

**NOTARIZATION (Instructions page 3)**

You must sign and date the application in the presence of a certified Notary Public or Postmaster. The application must be either notarized by a certified Notary Public or signed, dated, and stamped by a Postmaster.

<p>I have read the <b>IMPORTANT INFORMATION</b> concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.</p> <p>I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.</p> <p>_____ (Date) (Signature of Applicant)</p>	<p>State of _____ (Date)</p> <p>_____ (Name of Applicant)</p> <p>appeared before me whose identification I have verified on the basis of</p> <p>_____ (Type of Photo ID)</p> <p>to be the signer of this application and they acknowledged that they signed it.</p> <p>_____ (Signature of Notary)</p> <p>My commission expires: _____</p>
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**If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.**

  
**INITIAL RE-EMPLOYMENT TEACHER CERTIFICATION  
APPLICATION**

**PROFESSIONAL REQUIREMENTS (Instructions page 3)**

After obtaining an Initial teacher certificate, the next step is qualifying for the renewable five-year Professional teaching certificate. Read the following and note the requirements that you need to satisfy for the Professional teaching certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teaching certificate instead of an Initial teaching certificate.

**Requirements for Professional Certification**

**Professional Teacher Certification Application**

**Bachelor's Degree or higher from a regionally accredited college or university.**

**Alaska Studies coursework**

Official transcripts showing the completing of three semester hours of approved coursework.

**Alaska multicultural coursework**

Official transcripts showing the completing of three semester hours of approved coursework.

**Recency Credit**

Official transcripts showing the completing six (6) semester hours of college coursework within the last five years. The Alaska Studies and Alaska Multicultural courses can be used to satisfy the recency requirement.

**Mandatory Trainings**

Evidence of the completion of the four mandatory trainings must be submitted with your application. The trainings must have been completed during the five years prior to receipt of your application. More information on the mandatory training requirements is available at <https://education.alaska.gov/TeacherCertification/mandatorytraining.html>

**Verification Form**

- A State-approved Verification and official transcripts showing the completion of an approved teacher preparation program;
- OR-
- A Foreign Evaluation from an approved agency showing the completion of a teacher preparation program outside of the United States.

**Two years of certified teaching experience**

Two years of certified teaching experience in a state-approved or accredited elementary or secondary school while holding a valid teaching certificate.

**Basic Competency Exam**

Official score report showing the passing score on an approved Basic Competency Exam (BCE).

**Content Area Exam**

Official score report showing the passing score on an approved Content Area Exam (e.g. Praxis II) associated with the content or specialty area of the state approved program documented by your verification.

• **An FD-258 fingerprint card with \$60 background check fee**

-OR-

• **Employment verification;**

**Certification Fee**

\$200.00

**KEEP THIS PAGE FOR YOUR RECORDS.**